FRESN★STATE
University Dining Services

University Catering Order Form

Megan Sarantos 559-278-4345 (office) or 559-284-5926 (cell) ~ mesarantos@csufresno.edu
Christina Martinez 559-278-4634 (office) or 559-213-1774 (cell) ~ cmartinez@csufresno.edu

Client Name: _____

Department: _____

Phone Number: _____ **Fax Number**: _____

Email Address: _____

Date of Event: _____ **Number of Guests**: _____

Start Time of Event: _____ **End Time of Event**: _____

Location of Event *(building & room number please):* _____

Will you be serving alcohol at your event? _____

If yes, have you submitted the request to serve alcohol on campus application *(located on the Dining Services websit*e) or by clicking this link: Application for Use of Alcoholic Beverages on Campus

Food & Beverage Order (click here to view catering menu):

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Signature: _____ **Today's Date**: _____

- University Catering is available Sunday-Saturday with a minimum order of $500 for events held on a Sunday.
- Orders need to be placed a MINIMUM of five (5) business days prior to the event date. When possible, please place orders with more notice to allow adequate time for processing.
- A guaranteed count, along with any changes to an order, must be submitted and approved a MINIMUM of five (5) business days prior to the event date.
- University Catering will accommodate late requests when possible, additional charges will apply.
- University Catering does not allow any outside food or beverage to be brought into your event unless it has been pre-approved in advance by the Catering Manager.
- All food must be consumed on the premises.
- This order is **not confirmed** until you receive a contract from University Catering.
- University Departments are extended credit with prior authorization and an invoice will be sent after the event. For all other Clients, payment, in full, is required at least three (3) business days prior to the event date or your event may be cancelled.
- There is no charge or fee if events are cancelled at least seven (7) business days prior to the event. Should you need to cancel your event less than seven (7) business days, the Client is responsible for 100% of the cost of goods purchased for the event including food, labor, and rentals.
- Please email orders to both Christina Martinez (cmartinez@csufresno.edu) and Megan Sarantos (mesarantos@csufresno.edu) when completed.